

Salt River Fire Department Operating Guidelines

Accountability

April 2000

201.02

1 of 13



PURPOSE

This procedure identifies a system of incident site fire fighter accountability. The purpose is to account for all fire fighters within a small geographic area, within the "hot zone" of an incident. Use of the system will provide enhanced personal safety for the individual fire fighter, and will provide the Incident Command Organization staff an improved means to track and account for all personnel working in the hot zone.

The hot zone will be defined as any area that requires an SCBA, a charged hose line and protective clothing or in which a fire fighter is at risk of becoming lost, trapped, or injured by the environment or structure. This would include entering a structure reported to be on fire, operating in close proximity to the structure during exterior operations, confined space or trench rescue, etc.

ACCOUNTABILITY

Accountability is a critical element in the safety of all fire fighters working on the fire ground. Each person involved in an incident whether at the task, tactical, or strategic level, must make a personal commitment to follow all policies and procedures regarding accountability.

Accountability involves a personal commitment to work within the safety system at all times. Accountability is more than an accurate passport. Accountability is an accurate roster, company officers keeping crews together, staying on the hose line, working in pairs, leaving when you're low on air, each member carrying their portable radio, turnouts properly marked, and unit ID on helmets.

- **Command / Strategic** – addresses the strategic level of accountability by the tracking of all crews and sectors by location and function on a tactical worksheet.
 1. Command must know who is in charge of each group or division, crews assigned to each group or division, where each group or division is located, and what each group or division is assigned to do.
 2. Command will include accountability as a major element in strategy and attack planning, and must consider and react to any barriers to effective accountability.
 3. Command will consider air supply when making tactical assignments including rotation of crews.
 4. Command must obtain personal accountability reports (PAR) from sector officers and crews.
- **Group or Division Officer / Tactical** – addresses the tactical level of accountability by tracking of crews assigned to their group or division.
 1. Group or Division Officers must know the location and function of assigned crews.
 2. Group or Division Officers must be in his/her assigned area to maintain close supervision of assigned crews.
 3. Group or Division Officers must obtain PARs of all crewmembers of all companies assigned to his/her sector.

Salt River Fire Department Operating Guidelines

Accountability

April 2000

201.02

2 of 13



- **Company Officer / Task** - addresses the task level of accountability and must know where each firefighter is located, and what each firefighter is doing.
 1. Company officers shall maintain a current PASSPORT of personnel responding on the apparatus at all times.
 2. Company officers shall maintain a current MCT roster of personnel responding on the apparatus at all times.
 3. Company officers must ensure that all crewmembers have proper helmet company ID and nametags on SCBA face piece and helmet.
 4. Company officers must obtain PARs for their crews, which is a confirmation that all members assigned to his/her crew are accounted for and have an adequate exit air supply.
 5. Company officers must keep crew intact and maintain an awareness of the crews exit air supply.
 6. Company officer must ensure that passport is delivered to the accountability location prior to entering the hot zone and retrieved upon exiting the hot zone.
- **Engineer** – accountability officer who tracks crews and crewmembers who take hand lines from his/her apparatus.
 1. Collects passports from crews prior to entering the hot zone.
 2. Places passport/pouch on discharge gate when hose line is charged.
 3. Places hose line ID tags on each hose line.
- **Firefighter:**
 1. Must have proper company ID on his/her helmet.
 2. Ensure that nametag is placed on passport and roster is updated.
 3. Stay with his/her crew at all times.
 4. Maintain a constant awareness of his/her exit air supply.
- **All members:**
 1. Immediately update the company passport as they arrive for duty.
 2. Ensure that helmet IDs are accurate.
 3. Ensure that nametags are on SCBA face piece and helmet.
- **All crews:**
 1. Work for command, groups or divisions - no freelancing.
 2. Crews arriving on the scene should remain intact.
 3. A minimum crew size will be considered two or more members.

Salt River Fire Department Operating Guidelines

Accountability

April 2000

201.02

3 of 13



4. Each member must have a radio.
5. All crews entering the hot zone must have a supervisor.
6. All crews will go in together, stay together, and come out together.
7. Reduced visibility and increased risk will require close supervision by the company officer.
8. The entire crew will exit if an SCBA, radio, or any equipment that could compromise safety fails while in the hot zone.

ACCOUNTABILITY EQUIPMENT

The passport system will be used to effectively track firefighters in the hot zone.

Accountability equipment for each piece of apparatus and shift consists of a passport with a pouch, small company id tag, helmet ID stickers, and hose ID tag.

Passports are bright yellow tags, which measure approximately 3 by 4 inches that are marked with company identification and shift.

Nametags of crewmembers assigned to each apparatus are affixed to the passport, which is placed in the passport pouch.

The small company id tag is kept in a pocket on the back of the passport pouch and is used to replace the passport at the pump panel in the event that accountability is tracked closer to the building by a group or division.

The passport, passport pouch, and company hose line ID tag are kept together as a unit on the apparatus dash at the company officer position or passenger side.

A Velcro strip will allow the passport / pouch to be affixed to the dash and easily removed.

Each firefighter is issued individual nametags. One nametag for each member presently assigned to the company is required to be placed on the passport. Extra individual nametags should be kept on the underside of their helmet.

Firefighter helmets shall always reflect the ID of the company the firefighter is presently assigned.

All personnel, including rovers and constant staffers are required to keep their helmet IDs accurate.

Extra helmet ID stickers are kept with the passport in the passport pouch.

Salt River Fire Department Operating Guidelines

Accountability

April 2000

201.02

4 of 13



Nametags shall be affixed to SCBA face pieces and firefighter helmets.

ACCOUNTABILITY HARDWARE USE

Each Company officer will be responsible for ensuring that the passport and MCT roster reflects only the members presently assigned to the company.

Passports shall reflect only those crewmembers about to enter the hot zone.

When entering the hot zone with a partial crew, such as when an engineer remains at the engine to pump lines, the Company officer must remove the nametags of those members not entering the hot zone.

The nametags of these members may be returned to the member, placed on the Company officer's helmet Velcro strip or placed in his/her coat pocket.

Implementation of the passport system will occur at any incident that requires the use of an SCBA.

The use of the accountability system will commence as the first unit arrives on the scene.

The first arriving company will give an on the scene report by radio and assume command.

In follow up report, their accountability unit identification and geographic location, north, south, east, or west will be announced.

As staged units are assigned, Command will give assignments, which will include their respective accountability unit identification and geographic location.

Each crew will deliver their passport to the engineer of the engine where they deployed hand line.

When the engineer charges the stretched hose line with water, the units containing the passport, passport pouch, and hose line id tag are placed on the discharge gate at the pump panel.

The passports on the discharge gates identifies crews and crew members on each hose line, allows engineers to identify hose lines to change pump pressure, and makes the pump panel an accountability station for the engineer to track crews.

Hose line ID tags are removed from the passport at the discharge gate and placed on each respective hose line.

Salt River Fire Department Operating Guidelines

Accountability

April 2000

201.02

5 of 13



These hose line ID tags provide a means to identify hose lines that crews entered the building on, and are a reference point to find lost or trapped firefighters.

As additional companies arrive, their passports/pouches are delivered to the engineer of apparatus that the crew took the hand line off.

The engineer becomes the accountability officer for those crews that took hose lines from his/her apparatus.

Ladder crews will leave their passport on the apparatus dash when going to the roof to perform ventilation.

When going to the interior of the structure, each ladder crew will deliver their passport to the engine closest to their point of entry.

Once a passport is delivered to the pump operator, the passport will remain on the designated discharge gate indicating the "point of entry" to the hot zone.

Upon exit, the Company Officer must retrieve their passport. Both the Company Officer and Accountability Officer will be responsible to see the passports are retrieved.

Crews exiting at a different location other than the original point of entry must immediately notify their original Group or Division Officer and/or Accountability Officer of their changed status. The passport must be retrieved.

BACK UP ACCOUNTABILITY KIT

A back up accountability kit has been issued to each engine to provide a means to maintain accountability in the event that a crew arrives at an accountability location without their accountability equipment.

Each back up kit is kept in a blue nylon bag that contains the following equipment:

- Three blank hose line id tags – to mark company ID with grease pencil
- One passport pouch
- One blank passport – to mark crew member IDs with grease pencil
- One blank passport with Velcro – to attach crew member nametags from underside of helmet
- One grease pencil

Salt River Fire Department Operating Guidelines

Accountability

April 2000

201.02

6 of 13



ACCOUNTABILITY TRACKED BY GROUPS / DIVISIONS

As Battalion Chiefs are assigned to manage groups or divisions, the FIT will assume safety responsibilities for that group or division, which includes accountability.

At these incidents and at incidents involving a lost or trapped firefighter, “may day” situations, accountability may be managed by a Battalion Chief and FIT in a division closer to the building.

The Battalion Chief and FIT would collect the passports/pouches from the initial engine accountability locations.

The small company ID tag is removed from the back of the passport pouch and replaces the passport/pouch on the discharge gate at the pump panel. Accountability is now established and tracked closer to the building.

TERMINATING THE PASSPORT SYSTEM

Passport accountability will be maintained throughout the entire incident.

Accountability can be terminated following a report of "fire under control," at which time a PAR for all crews must be obtained.

Based on a risk management assessment of the scene, Command will determine whether to continue or terminate the use of the passport system.

If visibility remains impaired or if a significant hazard exists, Command may choose to extend the use of the passport system further.

Upon termination and release from the incident, Company Officers and crewmembers will ensure that the passport / pouch is accurate and returned to the dash of their apparatus.

PASSPORT RULES

1. Passports will reflect only those personnel presently in the hot zone.
2. Passports will be delivered accountability location prior to entering the hot zone.
3. Passports will be maintained at the point of entry to the hot zone.
4. Passports never enter the hot zone.
5. Passports will be retrieved by crews upon exiting the hot zone.
6. Passport accountability location is the engine where crew deployed hose line.

Salt River Fire Department Operating Guidelines

Accountability

April 2000

201.02

7 of 13



PERSONNEL ACCOUNTABILITY REPORT (PAR)

The Personnel Accountability Report (PAR) involves a roll call of all personnel assigned to crews and sectors that are working in the hot zone. The PAR is a confirmation that all members are accounted for and have an adequate exit air supply. For the Sector Officer, a "PAR" is an accounting for all crewmembers of all companies assigned to his/her sector. For the Company Officer, a PAR is an accounting of all crewmembers assigned to his/her company. Reports of PAR's should be conducted face-to-face within the group, division or company whenever possible.

A personnel accountability report will be required for the following situations:

- Any report of a missing or trapped fire fighter
- Any change from offensive to defensive
- Any sudden hazardous event at the incident - flash over, back draft, collapse, May Day, etc.
- As companies, report an all clear.
- As companies report under control.
- At every 30 minutes of elapsed time.
- Any time Command feels it is necessary.

MULTI-STORY / HIGH-RISE

The use of an accountability system will commence as the first unit arrives on the scene. The unit containing the passport / pouch and hose ID tag will be removed from the apparatus dash. All crews reporting to the building will deliver their passports to the building lobby. The hose line ID tag will be taken by each crew to mark their hose line in the stairwell at the standpipe. Lobby Division will utilize the passports to track all crews and crewmembers in the building.

Crews will leave their passports with fire personnel in the fire control room if lobby has not been established. The Lobby Division will be responsible for collecting the passports of the initial companies as soon as possible.

- Any time Command feels it is necessary.

ACCOUNTABILITY OFFICERS

Accountability Officers may be Engineers, Group or Division Officers, or personnel specifically assigned to sectors to serve as Accountability Officers for the Group or Division Officer.

Salt River Fire Department Operating Guidelines

Accountability

April 2000

201.02

8 of 13



The first engine to each geographic side of the incident or point of entry will serve as the initial accountability location.

The engineer will serve as the initial Accountability Officer.

All crews entering the incident will deliver their PASSPORTS to the accountability location closest to their "point of entry" prior to entering the hot zone.

As groups and/or divisions are implemented, Group or Division Officers will manage PASSPORTS only if he/she is not entering the hot zone (i.e., defensive operation).

PASSPORTS will remain on the first engine (accountability location). As staff officers arrive on the scene and stage, they will be assigned accountability responsibilities for given groups or divisions.

These officers will report to their assigned Group or Division Officer to manage accountability for that group or division (i.e., Lobby Division).

As the incident escalates and staff officers fill accountability positions for each group or division, these Accountability Officers will be assigned to a radio channel designated by Command.

Depending on the situation, Accountability Officers will report to Command.

At incidents with a critical need for Accountability Officers to assist Group or Division Officers, Command may chose to split up a company and distribute the crewmembers to different groups or divisions to act as Accountability Officers.

ACCOUNTABILITY BRANCH

As the incident escalates to the level that Accountability Branch Officers are assigned, Command should implement an Accountability to coordinate Accountability Officers.

The Accountability Branch Officer will be assigned to Safety Section and will operate on the assigned safety radio channel.

The Accountability Branch Officer's responsibilities include:

1. Develop and implement a plan designed to track and account for all personnel working in the hot zone.
2. Ensure that Accountability Officers are implemented in each group or division, as necessary.
3. Request and manage branch resources as needed.

Salt River Fire Department Operating Guidelines

Accountability

April 2000

201.02

9 of 13



4. Provide progress reports to Command.
5. Initiate PAR's upon benchmarks or as needed.

MEMBER INDIVIDUAL RESPONSIBILITIES

Arriving crewmembers will be responsible for immediately updating the company PASSPORT as they arrive to duty - including any constant man duty, or following transfer from another station.

Arriving crewmembers will remove the nametag from the PASSPORT of the crewmember they are replacing. For permanently assigned members, the nametag may be placed on an adjacent strip of Velcro on the dash of the apparatus.

For those crewmembers not permanently assigned, the nametag should be placed on the Velcro strip of their helmet on the underside of the rear brim.

Arriving crewmembers will also ensure that their helmets reflect the company ID that they are assigned to. Company Officers are responsible for ensuring that the PASSPORTS, unit roster, and helmet ID's always remain current. PASSPORTS must reflect only those members presently assigned to the company and only those crewmembers about to enter the hazard zone.

RULES OF THUMB

PASSPORT implementation should consider the following basic rules of thumb:

- PASSPORTS never enter the hot zone.
- PASSPORTS must be maintained at the point of entry to the hot zone.
- PASSPORTS must reflect only those personnel presently in the hot zone.
- Crews must turn in their PASSPORTS upon entering and must retrieve their PASSPORTS upon exit from the hot zone.

PASSPORT IMPLEMENTATION - THE INCIDENT

Salt River Fire Department Operating Guidelines

Accountability

April 2000

201.02

10 of 13



Implementation of the PASSPORT system will occur at any incident that requires the use of SCBA.

The objective of the PASSPORT system is always to have the crewmembers PASSPORTS near the point of entry and that they are accurate, reflecting only those members entering the hot zone.

For those situations where it is not clear-cut as to when and where to turn in PASSPORT, crews should consider the above-cited objective for their decision.

For single company incidents, the PASSPORT remains on the apparatus dash. The Engineer will assume accountability responsibilities.

For multi-unit assignments, the PASSPORT system will function as follows:

- The first engine to each geographic side of the incident becomes the initial accountability location for all later arriving companies to that side of the incident.
- PASSPORT of the first engine to each geographic side of the incident will remain attached to the dash.
- The Engineer of the first engine to each geographic side of the incident becomes the initial Accountability officer until the Group, Division or Accountability officer who assumes accountability responsibilities collects PASSPORTS later in the incident.
- All crews will take their PASSPORTS to their assigned accountability location prior to entering the hot zone.
- Any ladder company assigned to a group or division will deliver the PASSPORT to the Group or Division officer, or a designated Accountability officer (designated by the Group or Division officer or Command).
- As the incident escalates, and Group or Division officers and/or Accountability officers are assigned, all PASSPORTS will be delivered to these officers prior to entry into the hot zone.
- Where the Group or Division officer is operating within the hot zone, PASSPORTS must remain outside the zone with a designated Accountability officer (i.e., initial engineer or staff officer) serving as an Accountability officer. A Group or Division officer operating within the hot zone will not have PASSPORT accountability responsibilities.
- Command must maintain an awareness of which engine companies are serving as accountability locations, and provide this information to companies being assigned to each geographic side of the incident (Division).

Salt River Fire Department Operating Guidelines

Accountability

April 2000

201.02

11 of 13



POINT OF ENTRY CONTROL

PASSPORTS will remain with the designated Accountability Officer near the "point of entry" to the hot zone.

Upon entry, crews will turn in their PASSPORT.

Upon exit, the company officer must retrieve their PASSPORT.

Both the Company Officer and Accountability Officer will be responsible to see the PASSPORTS are retrieved.

The accountability status board will contain only the PASSPORTS of those crews in the hot zone.

Crews exiting at a different location other than the original point of entry, must immediately notify their original Group or Division Officer and/or Accountability Officer of their changed status.

The PASSPORT must be retrieved.

Where physical distance/barriers prevent retrieval of the PASSPORT, and where the crew is being re-assigned to another group or division, a "make-up" PASSPORT must be assembled. Crewmembers will provide the new Group or Division Officer another nametag.

Where another "make-up" PASSPORT is not available, the individual nametags will be placed on the accountability status board.

The original Group or Division Officer and/or Accountability Officer must be made aware of the change.

MULTI-STORY/HIGH-RISE

Multi-story or high-rise incidents present only a minor modification in the standard approach to PASSPORT accountability.

- The first engine to each geographic side of the incident remains the accountability location.
- Once a Lobby Division is established all crews reporting to the building will deliver their PASSPORTS to the Lobby Division.
- The Lobby Division will be responsible for collecting the PASSPORTS of the initial companies as soon as possible (may use incoming crews reporting to the building to pick them up).

Salt River Fire Department Operating Guidelines

Accountability

April 2000

201.02

12 of 13



- Once the Resource Group is established, the Resource Group Officer will collect the PASSPORTS of all crews assigned to fire combat positions. The Resource Group will assign Accountability Officers at each point of entry to stairwells, etc.
- PASSPORTS for crews assigned to the Lobby Division or any support groups or divisions within the building (non-hot zone crews) will be maintained by the Group or Division Officers.

TERMINATING THE PASSPORT SYSTEM

PASSPORT accountability will be maintained through a report of "fire under control," at which time a PAR for all crews must be obtained.

Command will determine at that time, based on the situation and risk, as to whether to continue with the PASSPORT system.

If visibility is still impaired or a significant hazardous condition still exists, Command may choose to extend the PASSPORT system further.

Upon termination and release from the incident, Company Officers and crewmembers will ensure that the PASSPORT is returned to the dash of their apparatus and that the PASSPORT is up-to-date.

SUMMARY OF ACCOUNTABILITY RESPONSIBILITIES

Accountability will work only with a strong personal commitment to the safety system. This commitment involves the following responsibilities:

FIRE FIGHTER - Responsible for staying with his/her crew at all times and ensuring that his/her name tag is on the PASSPORT at all times.

ENGINEER - The Engineer of the first engine to each geographic side of the incident becomes the initial Accountability Officer. The Engineer must collect PASSPORTS from crews and apparatus assigned to his/her side of the incident (Division) and manage accountability until relieved by an Accountability Officer or Group or Division Officer.

COMPANY OFFICER - Responsible for keeping his/her crew intact at all times and that the PASSPORT is current and accurate. The PASSPORT must reflect only those personnel entering the hot zone. The PASSPORT must be turned in at the point of entry and retrieved upon exit.

Salt River Fire Department Operating Guidelines

Accountability

April 2000

201.02

13 of 13



GROUP / DIVISION OFFICER - Responsible for accounting for all crews in his/her assigned group or division, maintaining an awareness of their exact location. The Group or Division Officer works closely with Accountability Officers to ensure accurate PASSPORTS and tracking of those crews in the hot zone.

In those situations where the Group or Division Officer must enter the hot zone, PASSPORTS will continue to be managed by the Accountability Officer (i.e., first engine to each side of the incident).

ACCOUNTABILITY OFFICER - Responsible for teaming up with the assigned Group or Division Officer and managing all accountability for that Group or Division. The Accountability Officer must collect all PASSPORTS from engineers, apparatus, or the Group or Division Officer. The Accountability Officer must maintain close coordination with other Accountability Officers.

ACCOUNTABILITY BRANCH OFFICER - Responsible for managing Accountability Officers and system. Causes PARs to be initiated at tactical benchmarks or as needed. Reports to Command/Safety Group.

COMMAND - Responsible for tracking the location of all crews. Must advise later assigned crews of which engine is serving as the accountability location for PASSPORTS or that the Group, Division or Accountability Officer will be accepting PASSPORTS at the point of entry.